

MEMORANDUM OF UNDERSTANDING
BETWEEN
USACE DIRECTORATE OF INFORMATION MANAGEMENT
AND
US ARMY COLD REGIONS RESEARCH AND ENGINEERING LABORATORY

SUBJECT: USACE Video Communications (VC) Program Manager Assignment

1. **PURPOSE.** The purpose of this memorandum is to assign responsibility for program management of the USACE-wide Video Communications Program.
2. **REFERENCE.** Reference verbal agreement 10 December 1996 between Tony Brunner, USACE Visual Information Manager, CEIM-IV 202/272-0740 AND Joe Roberto, Chief of Technical Resources, CRREL, 603/646-4204.
3. **BACKGROUND.** The USACE-wide VC program has become an integrated and viable part of USACE, conducting business both internally and externally. Recent and on-going expansion of the Video Teleconferencing (VTC) Network has included both dedicated room systems and desktop video (DTV.) Current network connectivity with other networks especially other DOD networks is critical to the continued effective use of this tool. Other technologies such as the Internet and streaming video are at a point where the managed integration of all video communications is necessary for proper use of resources and full use of capabilities. A VC Program Manager is required to develop policy and procedures, facilitate day-to-day activities on the network and provide leadership to field USACE VC Coordinators.
4. **SCOPE.** This agreement encompasses USACE-wide VC applications. It covers VC activities at the Headquarters, Major Subordinate Commands, Subordinate Commands and Field Operating Activities, down to the individual workstation required to use video communications to support USACE missions.
5. **UNDERSTANDINGS, AGREEMENTS, SUPPORT AND RESOURCE NEEDS.** CRREL will be designated a Technical Center of Expertise for Video Communications, formally referred to as Video Teleconferencing (VTC). An individual will be appointed by HQ with duty station at CRREL to the USACE VC Administrator position as part of an existing HQ FTE. The Directorate of Information Management USACE will provide funding for salary, administrative expenses and overhead required to properly administer the program. The USACE Visual Information Manager will provide oversight and ensure total quality performance of all products and services provided by the new administrator. CRREL will provide technical guidance, through the appointed USACE VC Administrator to all USACE locations using FTS2000 Compressed Video Transmission Service (CVTS). CRREL will also act as the USACE clearing house for issues involving FTS2000 CVTS and other VTC networks. The designated USACE VC Administrator will provide the following services:
 - a. Serve as the Contracting Officer's Technical Representative (COTR) for Video Teleconferencing contracts.
 - b. Write necessary task orders for products and services as specified by contract requirements, provide technical evaluation for VTC contracts and provide assistance to USACE locations in obtaining VTC support.

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SUBJECT: Video Communications Network Administrator Assignment

c. Provide project management oversight on the implementation of the USACE VC program. Project management reports will be made to the USACE Visual Information Manager, CEIM-IV as required.

d. Develop Corps-wide policies and procedures on VC for approval by the USACE Visual Information Manager, CEIM-IV.

e. Develop and deliver training to Corps personnel on the use of VC.

f. Lead the VC portion of an investigation to use the Internet and other emerging technologies as the telecommunication carrier for video or as value added technologies to VC.

g. Provide application assistance (graphics/presentation/computer interface, LAN interface, CAD/CAM) to Corps locations as requested.

h. Provide large conference coordination as requested.

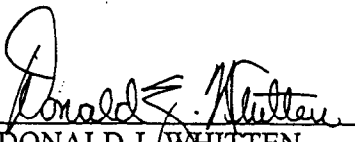
i. Provide technical assistance and maintenance coordination for USACE FTS2000 VC locations and conduct review of on-going contract performance.


j. Assist Divisions and Districts on procurement actions for VC equipment and services as requested.

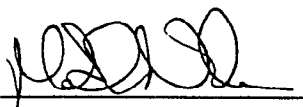
k. Develop, update and present a VC module for the Visual Information Prospect Course.

l. Develop and publish procedures for use of gateways between FTS2000 CVTS and other VC networks.

m. Serve as the USACE representative to the technical conferences on VC (AT&T FTS2000 Users' Forum, International Teleconferencing Association, Teleconferencing Managers Users' Group, International Distance Learning Conference).


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